

## Retention and Classification Report

**Agency:** Payson (Utah) (761)

439 West Utah Avenue  
Payson, UT 84651  
801 465-5200

**Records Officer:** \_\_\_\_\_

28321	Cemetery burial permits and reports
85020	City Council minutes
29317	General plan
29716	Hospital Board meeting minutes
29041	Ordinances
25209	Publications

**AGENCY:** Payson (Utah)

**SERIES:** 28321

3

**TITLE:** Cemetery burial permits and reports

**DATES:** 1903, 1933, 1953-

**ARRANGEMENT:** Chronological by burial date.

**DESCRIPTION:**

This series contains permits allowing the transport and burial or disposal of human remains. These permits were issued by the state where the individual died and state law required that the cemetery sexton receive such a permit prior to allowing "burial or other disposition of a human body". The sexton was directed to retain these permits. Many of the permits in this series were issued by the Utah State Division of Vital Statistics, but some were issued by other states. The permits typically record such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director information, and date of burial.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as primary documentation of the identity of individuals buried in the cemetery.

**AGENCY:** Payson (Utah)

**SERIES:** 28321

**TITLE:** Cemetery burial permits and reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 85020

4

**TITLE:** City Council minutes

**DATES:** i 1853-

**ARRANGEMENT:** Chronological according to date of entry.

**DESCRIPTION:**

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1853 through 1945.  
Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Payson (Utah)

**SERIES:** 29317

1

**TITLE:** General plan

**DATES:** 2003-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**AGENCY:** Payson (Utah)

**SERIES:** 29317

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

**AGENCY:** Payson (Utah)

**SERIES:** 29716

3

**TITLE:** Hospital Board meeting minutes

**DATES:** 1938-1976

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

This series contains a record of the meetings of the governing board of the Payson City Hospital.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the highest level policy and operations decisions made by the governing board. It provides insight into the operation of civic hospitals in the 20th century.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 29041

1

**TITLE:** Ordinances

**DATES:** 1853-

**ARRANGEMENT:**

**DESCRIPTION:**

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Computer data files: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the city council.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.



**AGENCY:** Payson (Utah)

**SERIES:** 25209

3

**TITLE:** Publications

**DATES:** 1985-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Payson or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Box Lake Dam Design Report" (November 1985).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY DESIGNATION:**

Public